



TransACT[®] Communications NCLB Parent Notifications Collection

Basic User Training

Monday November 9th, 2009

9:00 am – 10:00 am MST

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Agenda

- > Who is TransACT
- > TransACT and the Montana OPI
- > Overview of the Site:
 - How to register for access
 - Site Navigation
 - Working with documents & cover letters
 - Creating 'My Favorites'
- > Q&A

Who is TransACT?

- TransACT serves more than 3,500 school districts and 10 state departments of education nationwide.
- TransACT has been developing innovative solutions to meet the needs of school districts since 1994.
- With headquarters near Seattle, WA, TransACT has leveraged the power of technology to help meet compliance obligations under Title I, III, IX, X, FERPA, PPRA, and OCR.
- TransACT is a web-based, password-protected subscription service.



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Montana OPI & TransACT

- > Statewide subscription to benefit all districts in Montana at **no cost** to the district
- > Access to NCLB required and Montana OPI specific notices & forms
- > TransACT documents are legally-reviewed
- > Federally commended guidance tools and resources
- > Account is personalized to each district
- > Unlimited number of users in the district



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How to Register

- > In order to register for your own personal access
 - > Go to www.transact.com/login.htm
 - > Select the '[First time user? Register for access](#)' link
 - > Select your State and County
 - > Select your District and School
 - > Select the link '[Click here to initialize your prepaid subscription](#)' or
 - > Select the link '[Click **HERE** to register for personal access!](#)'
 - > Enter in your contact information and provide your district email address
 - > Select 'Register'



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How to Register



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How to Register

The screenshot shows the Transact website's login page. The browser window title is "TransACT :: Log in - Windows Internet Explorer". The address bar shows "http://www.transact.com/login.htm". The page features the Transact logo with the tagline "confidence in action®". A navigation bar includes links for "About TransACT", "Compliance Solutions", "Plans & Pricing", "Subscribe", "Training & Support", and a "LOG INTO YOUR ACCOUNT" button. The main content area is titled "Login" and includes a "LOG IN TO YOUR ACCOUNT" section. A prominent box for the "TransACT Training Toolkit" offers a free download. Below this, a "Welcome TransACT® Compliance & Communication Center subscriber." message prompts users to enter their username (district email address) and password. A "Log In" button is provided. Links for "Forgot your Password?", "First time user? Register for access.", and "New to the site? Learn about training." are also present. A "TRUSTe" logo with a "CLICK TO VERIFY" button is shown. A "Campus Signs Collection" section highlights the latest addition to the GenEd Collection. The footer contains a list of links: "About TransACT", "Compliance Solutions", "Training & Support", "Plans & Pricing", "Jobs", "Contact", "Login", "Privacy Policy", "Terms of Use", and "Site Map". The copyright notice reads "© 2009 TransACT Communications, Inc. All Rights Reserved.".

Transact
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About TransACT | Compliance Solutions | Plans & Pricing | Subscribe | Training & Support | LOG INTO YOUR ACCOUNT

Login

LOG IN TO YOUR ACCOUNT

TransACT Training Toolkit
Increase TransACT usage with this easy 10-minute presentation
New!! Available as a free download in the TransACT® Compliance and Communication Center, login today to gain unlimited access to your Toolkit. The TransACT Training Toolkit is also **available for purchase**, and can be sent to any school in your district.

Welcome TransACT® Compliance & Communication Center subscriber.
Enter your username (district email address) and password below to login now.

Username: (district email address)
Password:

Log In

[Forgot your Password?](#)
[First time user? Register for access.](#)
[New to the site? Learn about training.](#)

TRUSTe
CLICK TO VERIFY

Campus Signs Collection
The Latest Addition to the GenEd Collection
Need an easier way to say Nurses Office or Restroom to students and parents? Now you can with the Campus Signs collection in 21 languages. [Click here](#) to find out more.

About TransACT | Compliance Solutions | Training & Support | Plans & Pricing | Jobs | Contact | Login | Privacy Policy | Terms of Use | Site Map
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How to Register

Register with TransACT - Windows Internet Explorer

http://secure.transact.com/index.cfm?event=DistrictSearchPage

File Edit View Favorites Tools Help

Register with TransACT

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Register for Access

Step 1: Choose your State
Step 2: Choose your County
Step 3: Choose your District

Step 1 of 3 - Choose your State

To register for access, we first need to identify your school district.

Please select your state from the drop-down list to begin.

Select Your State:

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Done Local intranet 100%



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How to Register

Register with TransACT - Windows Internet Explorer

http://secure.transact.com/index.cfm?event=doSearch

File Edit View Favorites Tools Help

Register with TransACT

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Register for Access

Step 1: Choose your State
Step 2: Choose your County
Step 3: Choose your District

Step 2 of 3 - Choose your County
Next, please select the county in which your district is located to continue.

State: Montana

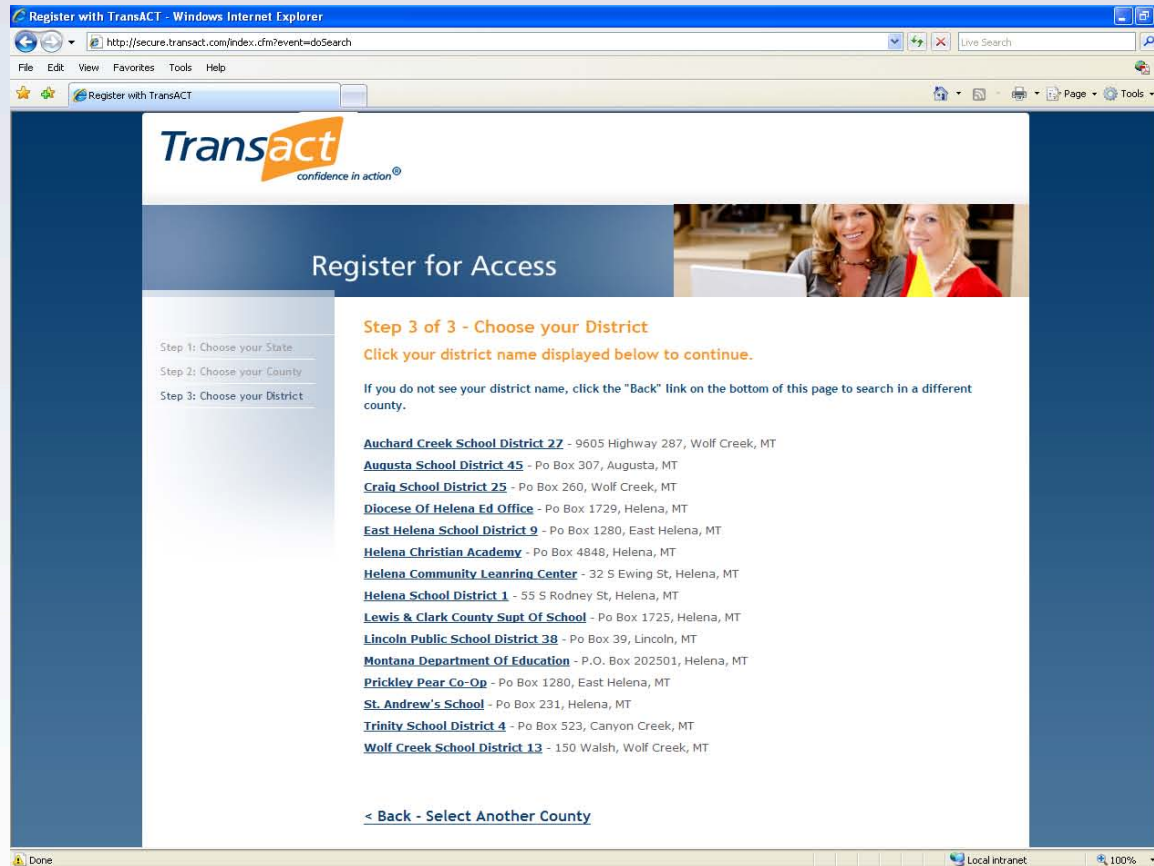
Select Your County: Beaverhead

Next

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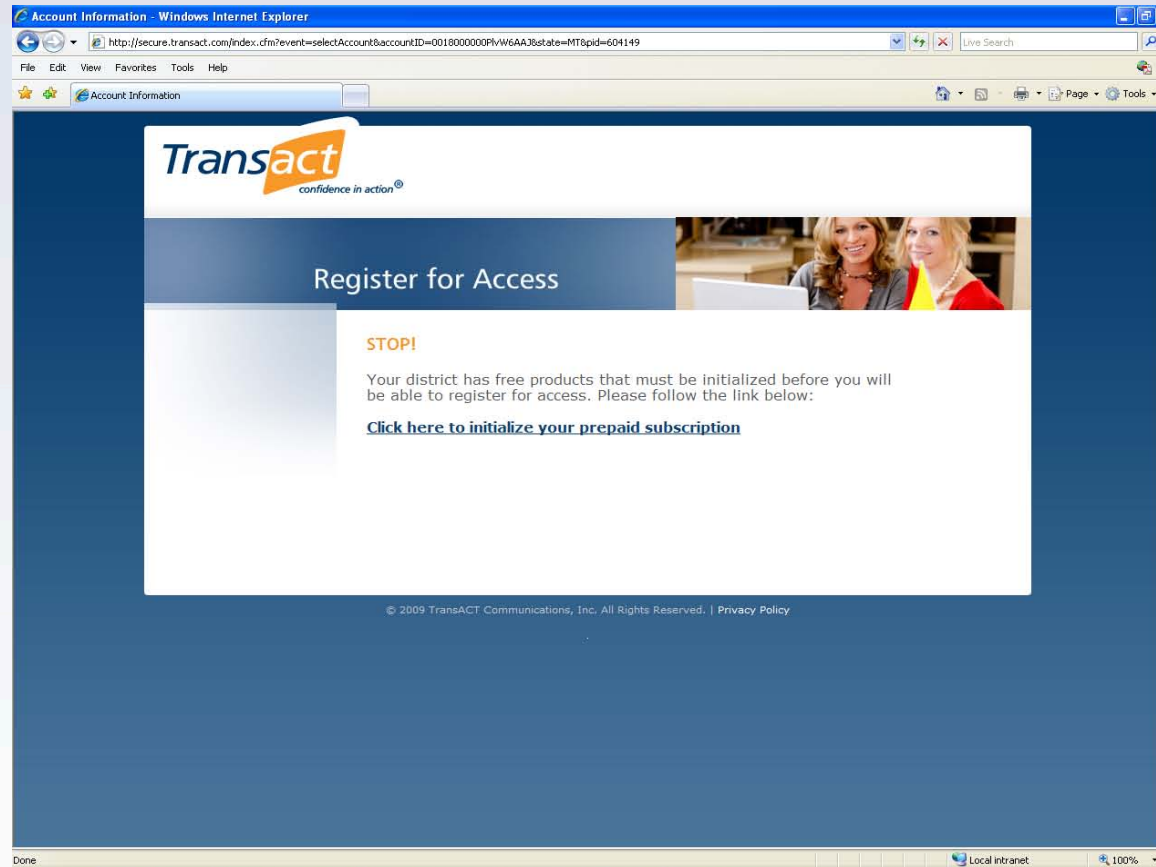
Done Local intranet 100%

How to Register



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How to Register



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How to Register

TransACT - Windows Internet Explorer

http://secure.transact.com/index.cfm?event=selectPrepaidAccount&accountID=001800000PvW5AA3&state=MT&pid=604149

File Edit View Favorites Tools Help

TransACT

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Register for Access

If you need assistance, please call Customer Care at 425-977-2100.

Account Information

Please enter and/or verify the information that appears in the fields below. ALL FIELDS ARE REQUIRED.

Your Information at Augusta School District 45

Prefix:
-- Select one --

First Name:

Last Name:

Job Title:

Please enter your School District provided email address ONLY. Non-district accounts, such as '@aol.com', '@yahoo.com', and '@hotmail.com' are not allowed. The email address will be used for verification purposes.

Email:

Login Information

Retype Email:

Password:

Retype Password:

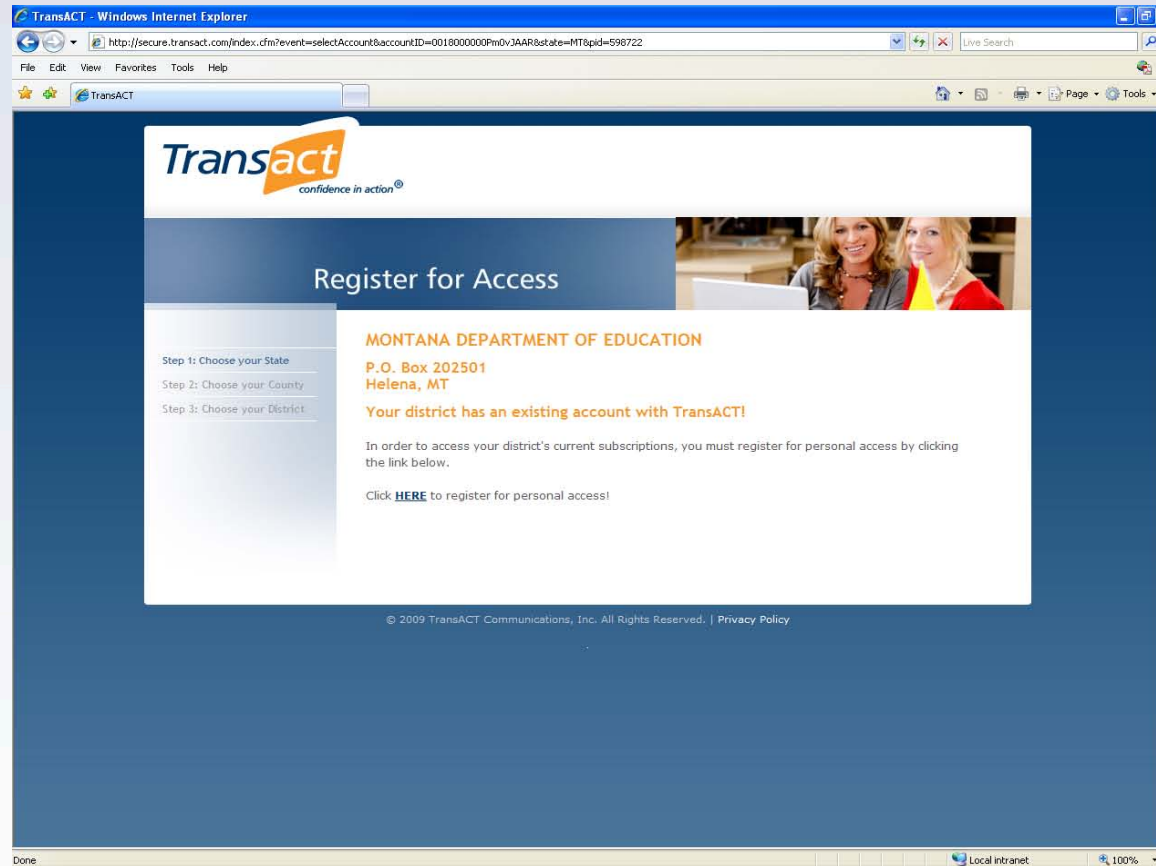
District Information (Autocomplete Disabled)

Done Local intranet 100%



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How to Register



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How to Register

Register for personal access to the TransACT(R) Compliance & Communication Center - Windows Internet Explorer

http://www.transact.com/store/register.cfm?id=598722&aid=0018000000PmDv3AAR

File Edit View Favorites Tools Help

Register for personal access to the TransACT(R) Com...

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Need Assistance?

For help with registration, contact TransACT Customer Care at 425-977-2100 or send an [email](#).

TRUSTe
CERTIFIED PRIVACY

New User Registration

Please provide the information requested below to register for access to the TransACT® Compliance & Communication Center.

ALL FIELDS ARE REQUIRED

First Name:

Last Name:

Title/Position:

Phone:

Email:

Password:

Re-Type Password:

By submitting this information, I agree to the [TransACT Terms of Use](#).

To view TransACT's Privacy Policy, click [here](#).

About TransACT | Compliance Solutions | Training & Support | Plans & Pricing | Contact | Login | Privacy Policy | Terms of Use | Site Map

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Local intranet 100%



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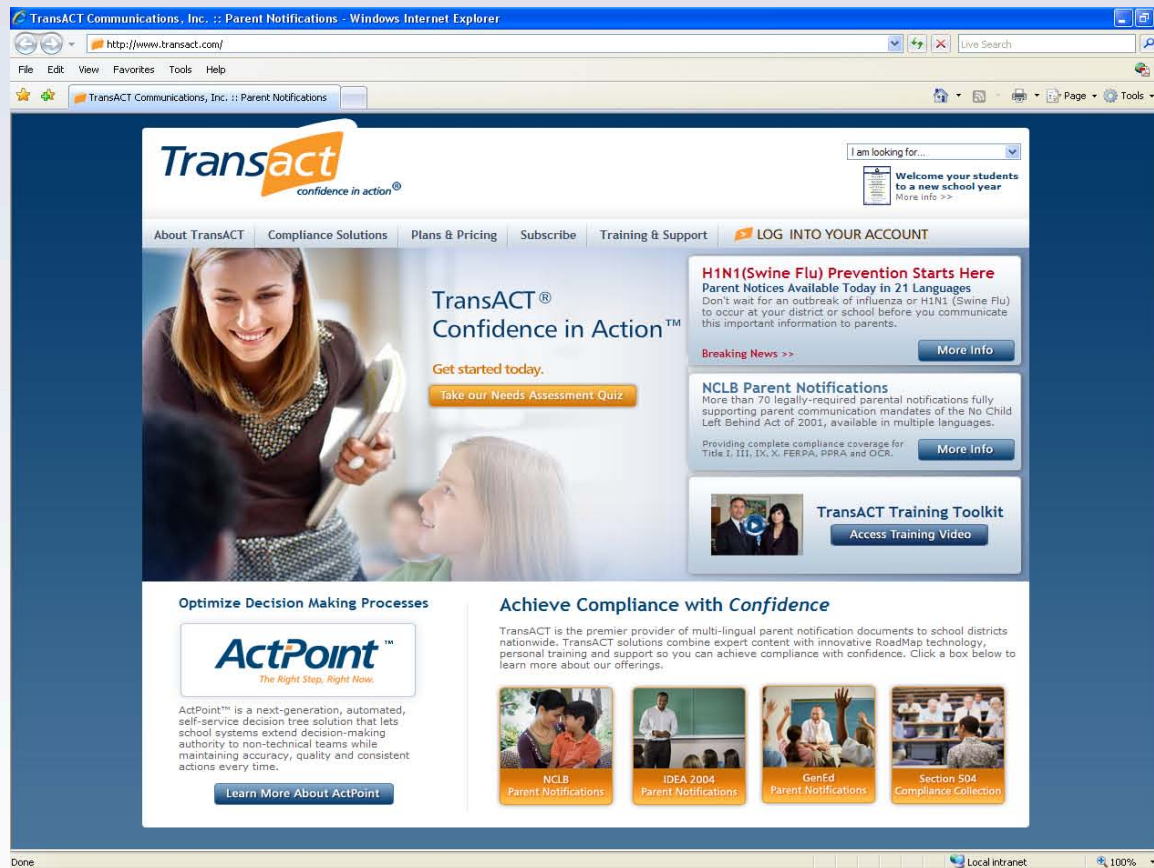
How to Login

- > In order to login to your account
 - > Go to www.transact.com/login.htm
 - > Once registered, enter your district email address as your username
 - > Enter in your selected password
 - > Select the blue 'Log In' icon



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How to Login



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How to Login

The screenshot shows a Windows Internet Explorer browser window with the address bar displaying <http://www.transact.com/login.htm>. The page features the Transact logo with the tagline "confidence in action®". A navigation bar includes links for "About TransACT", "Compliance Solutions", "Plans & Pricing", "Subscribe", "Training & Support", and a "LOG INTO YOUR ACCOUNT" button. The main heading is "Login".

On the left, a sidebar contains the text "LOG IN TO YOUR ACCOUNT". The main content area includes a "TransACT Training Toolkit" announcement, a "Welcome TransACT® Compliance & Communication Center subscriber." message, and a login form. The form has fields for "Username:" (containing "demo@mt.gov" with a "(district email address)" hint) and "Password:" (masked with dots). A "Log In" button is positioned below the password field.

Below the login form, there are links for "Forgot your Password?", "First time user? Register for access.", and "New to the site? Learn about training." To the right of the form is a "TRUSTe" logo with the text "CLICK TO VERIFY" and a "Campus Signs Collection" announcement.

The footer contains a list of links: "About TransACT | Compliance Solutions | Training & Support | Plans & Pricing | Jobs | Contact | Login | Privacy Policy | Terms of Use | Site Map", followed by the copyright notice "© 2009 TransACT Communications, Inc. All Rights Reserved." The browser's status bar at the bottom shows "Done" and "Local intranet 100%".

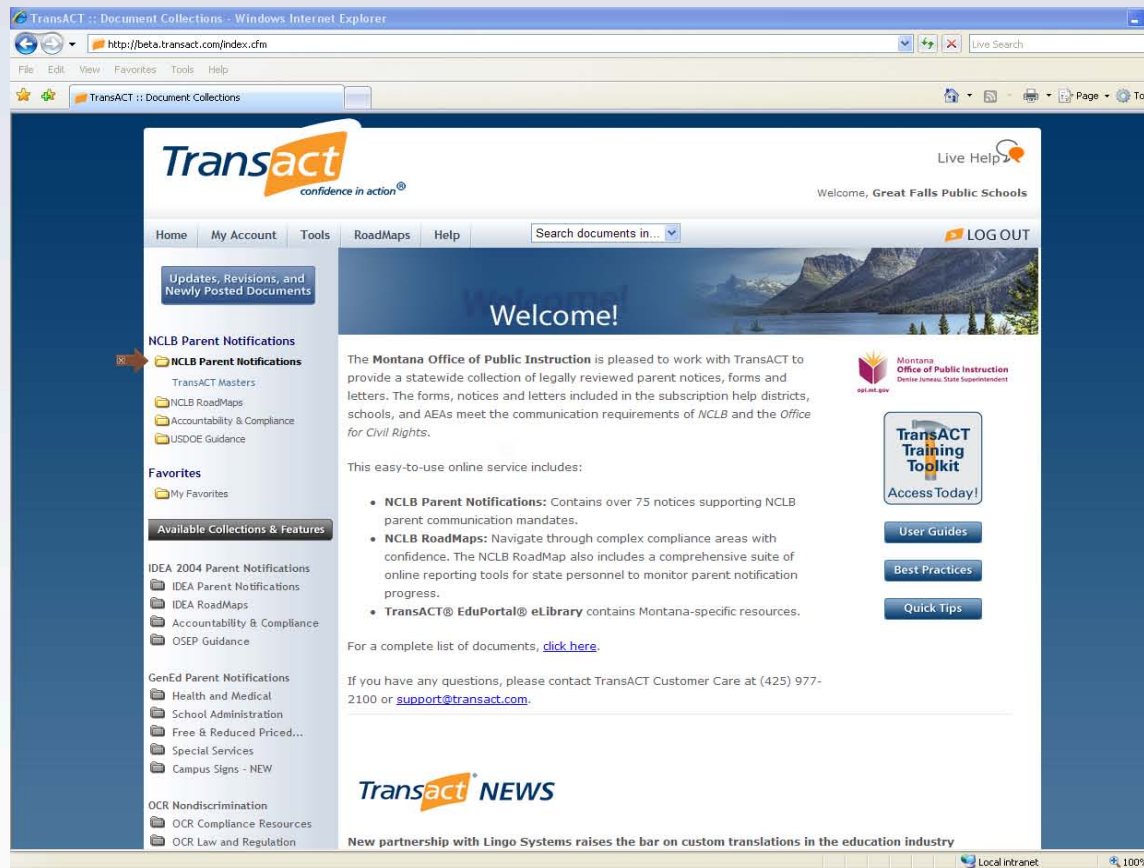


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Opening Documents

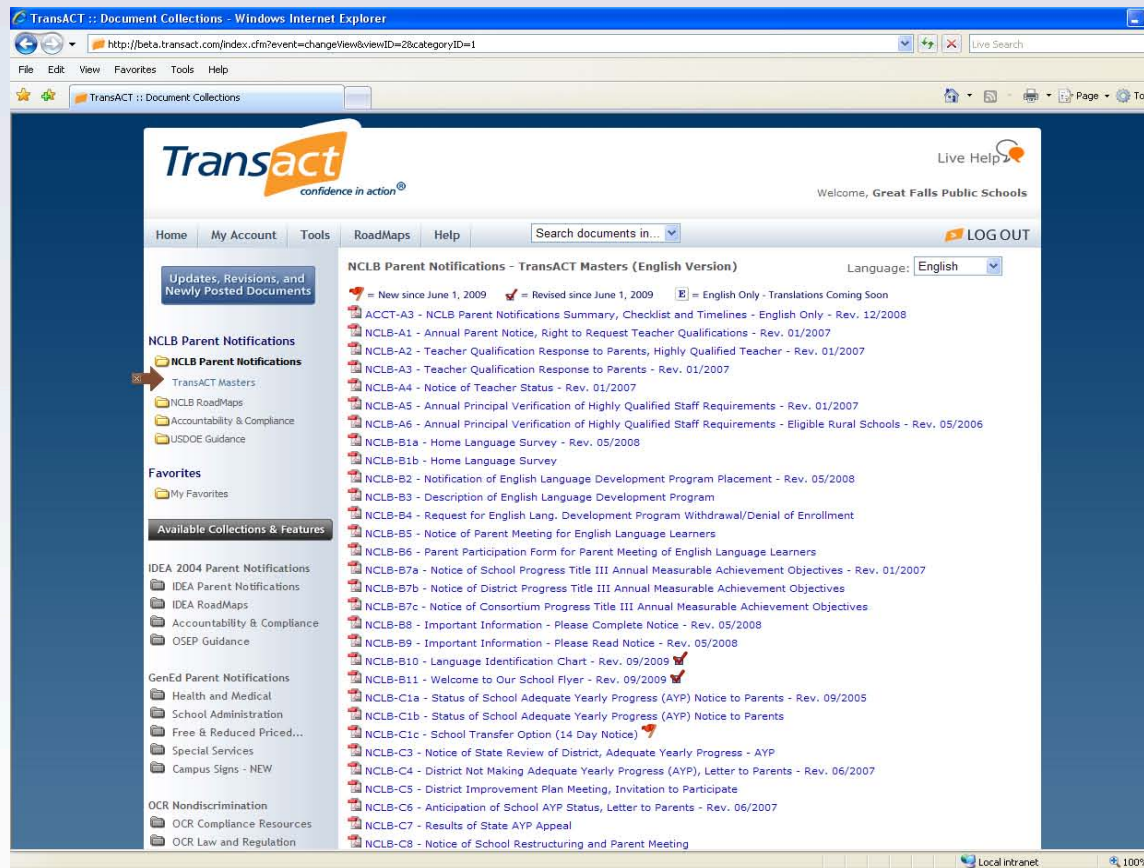
- In order to open a TransACT document
 - On the left side, select the 'NCLB Parent Notifications' folder
 - Select 'TransACT Masters'
 - Select the form you wish to open from the document list
 - Select from several tools to allow you to:
 - Print
 - Enter information into form fields
 - Download a Cover Letter
 - Review document details

Opening Documents



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Opening Documents



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Opening Documents

The screenshot shows a web browser window displaying the Transact website. The browser's address bar shows the URL: <http://beta.transact.com/index.cfm?event=changeView&viewID=28&categoryID=1>. The website has a blue header with the Transact logo and the tagline "confidence in action®". A navigation bar includes links for Home, My Account, Tools, RoadMaps, and Help, along with a search bar and a "LOG OUT" button. The main content area is titled "NCLB Parent Notifications - TransACT Masters (English Version)" and lists various documents with their revision dates and categories. A sidebar on the left contains links to "Updates, Revisions, and Newly Posted Documents", "NCLB Parent Notifications", "TransACT Masters", "NCLB RoadMaps", "Accountability & Compliance", "USDOE Guidance", "Favorites", "My Favorites", "Available Collections & Features", "IDEA 2004 Parent Notifications", "IDEA Parent Notifications", "IDEA RoadMaps", "Accountability & Compliance", "OSEP Guidance", "GenEd Parent Notifications", "Health and Medical", "School Administration", "Free & Reduced Priced...", "Special Services", "Campus Signs - NEW", "OCR Nondiscrimination", "OCR Compliance Resources", and "OCR Law and Regulation". A red arrow points to the "TransACT Masters" link in the sidebar. The footer of the browser window shows the URL: <http://beta.transact.com/index.cfm?event=getDocument&viewID=38&categoryID=1&docID=3038>.

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Live Help
Welcome, Great Falls Public Schools

Home My Account Tools RoadMaps Help Search documents in... LOG OUT

Updates, Revisions, and Newly Posted Documents

NCLB Parent Notifications

TransACT Masters

NCLB RoadMaps

Accountability & Compliance

USDOE Guidance

Favorites

My Favorites

Available Collections & Features

IDEA 2004 Parent Notifications

IDEA Parent Notifications

IDEA RoadMaps

Accountability & Compliance

OSEP Guidance

GenEd Parent Notifications

Health and Medical

School Administration

Free & Reduced Priced...

Special Services

Campus Signs - NEW

OCR Nondiscrimination

OCR Compliance Resources

OCR Law and Regulation

NCLB Parent Notifications - TransACT Masters (English Version)

Language: English

✓ = New since June 1, 2009 ✓ = Revised since June 1, 2009 [E] = English Only - Translations Coming Soon

ACCT-A3 - NCLB Parent Notifications Summary, Checklist and Timelines - English Only - Rev. 12/2008

NCLB-A1 - Annual Parent Notice, Right to Request Teacher Qualifications - Rev. 01/2007

NCLB-A2 - Teacher Qualification Response to Parents, Highly Qualified Teacher - Rev. 01/2007

NCLB-A3 - Teacher Qualification Response to Parents - Rev. 01/2007

NCLB-A4 - Notice of Teacher Status - Rev. 01/2007

NCLB-A5 - Annual Principal Verification of Highly Qualified Staff Requirements - Rev. 01/2007

NCLB-A6 - Annual Principal Verification of Highly Qualified Staff Requirements - Eligible Rural Schools - Rev. 05/2006

NCLB-B1a - Home Language Survey - Rev. 05/2008

NCLB-B1b - Home Language Survey

NCLB-B2 - Notification of English Language Development Program Placement - Rev. 05/2008

NCLB-B3 - Description of English Language Development Program

NCLB-B4 - Request for English Lang. Development Program Withdrawal/Denial of Enrollment

NCLB-B5 - Notice of Parent Meeting for English Language Learners

NCLB-B6 - Parent Participation Form for Parent Meeting of English Language Learners

NCLB-B7a - Notice of School Progress Title III Annual Measurable Achievement Objectives - Rev. 01/2007

NCLB-B7b - Notice of District Progress Title III Annual Measurable Achievement Objectives

NCLB-B7c - Notice of Consortium Progress Title III Annual Measurable Achievement Objectives

NCLB-B8 - Important Information - Please Complete Notice - Rev. 05/2008

NCLB-B9 - Important Information - Please Read Notice - Rev. 05/2008

NCLB-B10 - Language Identification Chart - Rev. 09/2009

NCLB-B11 - Welcome to Our School Flyer - Rev. 09/2009

NCLB-C1a - Status of School Adequate Yearly Progress (AYP) Notice to Parents - Rev. 09/2005

NCLB-C1b - Status of School Adequate Yearly Progress (AYP) Notice to Parents

NCLB-C1c - School Transfer Option (14 Day Notice)

NCLB-C3 - Notice of State Review of District, Adequate Yearly Progress - AYP

NCLB-C4 - District Not Making Adequate Yearly Progress (AYP), Letter to Parents - Rev. 06/2007

NCLB-C5 - District Improvement Plan Meeting, Invitation to Participate

NCLB-C6 - Anticipation of School AYP Status, Letter to Parents - Rev. 06/2007

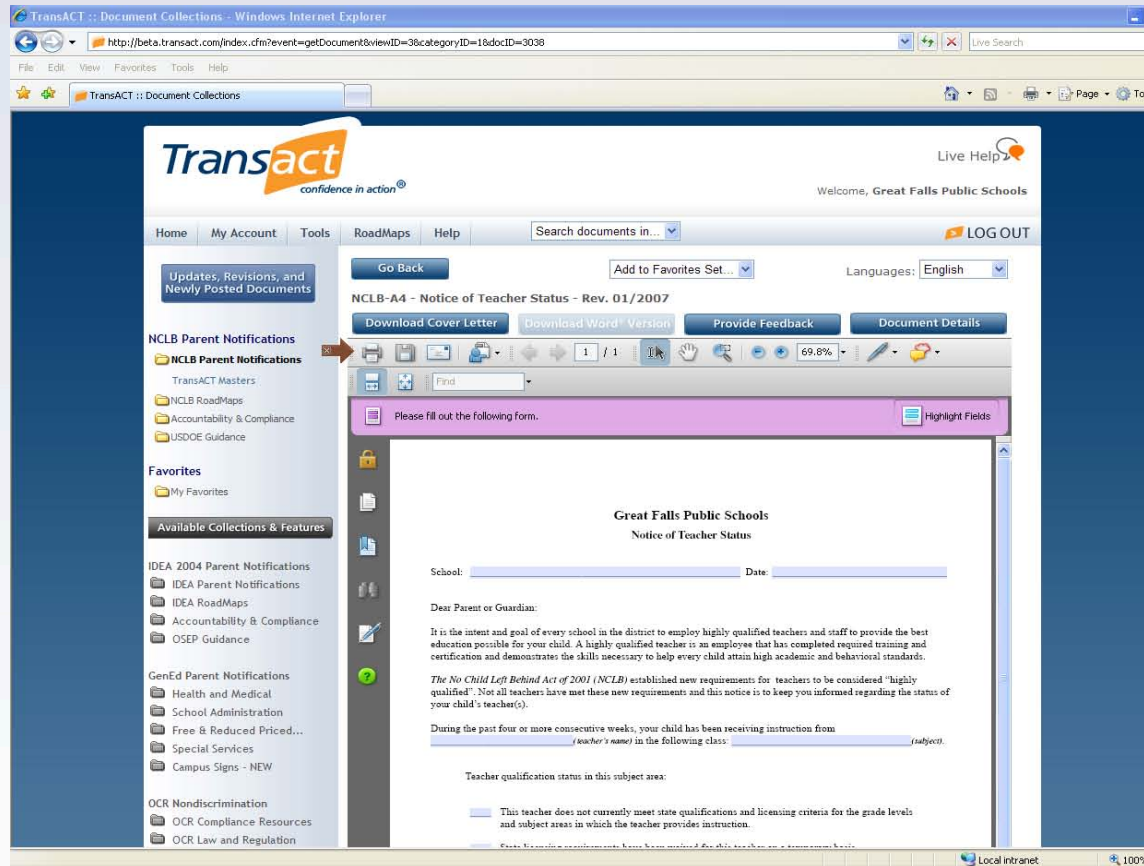
NCLB-C7 - Results of State AYP Appeal

NCLB-C8 - Notice of School Restructuring and Parent Meeting



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Opening Documents



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Customer Support & Technical Assistance

Live Help  Monday thru Friday 8am to 6pm MST

Email: support@transact.com

Phone: (425) 977-2100

TransACT Communications, Inc.
5105 200th Street SW, Suite 200
Lynnwood, WA 98036
www.transact.com

Live Help, Email &
Phone Support all
available at no
additional charge!



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Recap

- > How to register for access
- > How to login to your account
- > How to navigate through the website
- > Working with the documents
- > How to get help

Thank you!



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